

**SWAMI KESHWANAND
RAJASTHAN AGRICULTURAL UNIVERSITY BIKANER**

No. F. 4(1-R)/(84)/SKRAU/C/2024/1263

Dated 23-08-2024

OFFICE ORDER

The Committee constituted vide Registrar SKRAU, Bikaner vide order no. F. 143(iv)/SKRAU/Gen./Gr.III/2024/403 dated 2-7-2024 to review the utilization of various infrastructures of this university like Vidya Mandap, Guest Houses, Meeting Halls, Seminar Halls etc, to frame out terms & conditions and also to produce suggestions/recommendations in order to better use and proper functioning of these facilities. As per recommendation of the committee the Vice Chancellor is pleased to frame/revised the following rates as per details given bellow:-

A. VIDHYA MANDAP (including inner premises + Conference Hall + Stage area + Varandha + Toilets + adjacent open area)

S. No.	Particulars	Rate in Rs. per day
1	For Public Sector/Institutions/Employees	50,000
2	For Private Person	1,00,000
3	For SKRAU University employee 50% concession will be admissible	25,000

Condition :-

1. User will pay extra charges, if caused any damage, during the programme from his side.
2. User will responsible for cleanliness and safety issues, while leaving the premises, falling which additional charges for cleaning and safety will be deducted from security money

B.SEMINAR HALL in various Colleges/Office/Guesrt House.

S. No.	Particulars	Govt./Univ. employee	Private Sector Persons
1	Seminar Hall – IABM Bikaner	10,000	15,000
2	Seminar Hall – COA, Bikaner	10,000	15,000
3	Seminar Hall – Museum, Bikaner	10,000	15,000
4	Seminar Hall – DHRD, Bikaner	10,000	15,000
5	Seminar Hall –CCS, Bikaner	10,000	15,000
6	Seminar Hall –CLC, Bikaner	15000	20,000
7	Seminar Hall – ARS, Bikaner	5000	10,000
8	Seminar Hall – COA, Sriganganagar	5000	10,000
9	Hall – Kisan Ghar, Bikaer	5000	10,000
10	Hall – Guest House, Bikaner	5000	10,000

Condition :-

1. User will pay extra charges, if caused any damage, during the programme from his side.
2. User will responsible for cleanliness and safety issues, while leaving the premises, falling which additional charges for cleaning and safety whave to be paid by the user.
3. For SKRAU employee 50% concession will be admissible.

***C.Rooms in Guest Houses**

Room No. 01 & 02 in each guest house will always be reserved for University purposes which will not be allotted to any one for these purposes. Only Honourable Vice Chancellor will allot these rooms.

S.No.	Particulars	Guest House (Kisan Ghar)		Guest House		VIP Guest House	
		Non AC	AC	Non AC	AC	Non AC	AC
1	For Public Sector/Institutions/employees	200	300	300	500	1000	1500
2	For Private Sector	300	500	500	800	2000	3000

*For food (Breakfast/Lunch/Dinner) additional charges will be admissible

General terms and Conditions are as below:-

1. Alcohol drinking will be strictly prohibited in the premises irrespective of any type of permission or licence from any agency.
2. A security amount of 50% of the charges (only for Vidya Mandap and Seminar Halls) will be deposited by the user at the time of booking which shall be refunded in the user at the end of event in toto, if no penalty is imposed on him, otherwise security amount will be refunded after deducting the penalty amount imposed on him on account of violation of terms and conditions laid down.
3. Parking of vehicles must be strictly restricted to the space provided in no case along the sides of road congesting the passage.
4. If user wants to cover or decorate the passage in different, he will seek prior permission of the head of the respective unit .
5. on account of violation of terms and conditions Dean may impose penalty on the user which will be charged from security amount.
6. User may not make any change in permanent fixture or arrangements. This will also include defacing of wall, fixing of banners, and posters etc. without prior permission of Dean/Unit head in this regards.
7. If there is any damage to the permanent property of college. The user will be solely responsible for that and he will get the repair being done to the satisfaction of the incharge.
8. Decoration, tentage and lighting shall not be allowed from university/college source. For this a separate arrangement of genset shall be required, if unauthorized use of university electricity is found penalty charges shall be imposed as decided by Administration, which shall be final and binding. No appeal shall be admissible.
9. Timing of use should be specified to the Security Officer of the University.
10. Tentage or any other kind of rope support shall not be obtained from college building poles and trees.
11. It will be sole responsibility of the use of safe guard the material provided by the college as well as his own. The college will not bear any responsibility for any loss.
12. During the function any illegal activities or any other activities which are prohibited by State/Central Government or by Court of law will not be allowed.

General Conditions for all above.

- a. The rates shall be revised from 1 January of each year.
- b. In the event of any dispute matters related to refunds etc. the decision of the head of the institution shall be final.
- c. In case of any emergency/occupancy done by state government or in any condition in which it is necessary to use college premises for public use the booking will be cancelled for private persons.
- d. The committee after meetings realized that there must be relaxation in charges for the family functions organized by permanent employees of the college/University for their wards (blood relatives) only committee propose a rebate of 50% in all charges for such cases.
- e. The cancellation of booking, if occur. the booking amount should not be refunded as such until new booking cannot be made and this leads to loss to be college. The refund may be made as proposed bellow in strategic manners.
 1. Cancellation before 60 days of date of booking 85% refunded
 2. Cancellation before 30 to 60 days of date of booking 60% refunded
 3. Cancellation within 30 days of date of booking 40% refunded

GST will be charged separately in addition to above rate as per government rules applicable

These rates will be applicable with immediate effect.


COMPTROLLER

Copy to :-

1. The Registrar, SKRAU, Bikaner.
2. All Deans/Directors/ZDRs/Officer Incharges /.....
3. The Chief Scientist cum Head, KVK,
4. The Estate Officer, SKRAU, Bikaner. /गुजराती अरिजु अमीका) २१६ एं विभागा
5. The Treasury Officer, SKRAU, Bikaner /विभागा अरिजु अमीका) २१६ एं विभागा
6. Guard file.


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